





Temporary Return-to-Work Agreement Form Usage Guidelines

In an effort to streamline and simplify the forms used during the accommodation process, the Work Hardening Transitional Assignment Agreement (WHTAA) and Conditional Assignment Agreement (CAA) have been combined into one form titled Temporary Return-to-Work Agreement (TRTWA). When completing the new form, check the appropriate box located on the top-right of the form to indicate whether it is an Industrial Accident (IA) or Non-IA and whether it is WHTAA or CAA.



<small>(Department Name)</small> COUNTY OF LOS ANGELES TEMPORARY RETURN-TO-WORK AGREEMENT		Select One: <input type="checkbox"/> IA <input type="checkbox"/> Non-IA
Select one:		
<input type="checkbox"/> WORK HARDENING TRANSITIONAL ASSIGNMENT AGREEMENT (WHTAA) Required for: <ul style="list-style-type: none">• <u>Temporary Work Restrictions</u> for Industrial and Non-Industrial Injury/Illness.• Employee who <u>has not</u> yet reached P&S/MMI status.• Occupational Health Programs (OHP) Work Restrictions.	<input type="checkbox"/> CONDITIONAL ASSIGNMENT AGREEMENT (CAA) Required for: <ul style="list-style-type: none">• <u>Permanent Work Restrictions</u> for Industrial and Non-Industrial Injury/Illness.• Employee who <u>has</u> reached P&S/MMI status and cannot perform the Usual and Customary (U&C) job duties.• Employees pending Permanent Placement.• Occupational Health Programs (OHP) Work Restrictions.	

What Has Changed?

- The WHTAA may now be used for either IA or non-IA injury work restrictions.
- The WHTAA is used for temporary work restrictions, while the CAA is used for permanent work restrictions.
- The new TRTWA form may also be used for employees who have received work restrictions from Occupational Health Programs (OHP).
- All parties must initial on page one and sign on page two.
- The second page of the new form includes fields for the employee's name and employee number, along with the specific conditions and work schedule of the temporary assignment.

How Do I Know Which Agreement To Select?

- Select WHTAA for an employee who is not yet P&S and has temporary work restrictions.
- Select CAA for an employee who is P&S with permanent work restrictions and cannot perform his Usual and Customary job duties.

If you have any questions regarding this fact sheet, you may contact the Chief Executive Office, Risk Management Branch at (213) 351-6411 or contact your Return-to-Work Specialist.